

Fathima Nazar



Contact

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Software Literacy

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- ERP

PROFESSIONAL STRENGTHS

- Quick Learner, Hardworking and Self Starter.
- Ability to work under pressure.
- Efficient at time management.
- Effective Communication & interpersonal skills.
- Negotiation Skills.

Languages

- English
- Hindi
- Malayalam

Summary

As a motivated and detail-oriented professional, with a solid background in human resources and a passion for optimizing operational efficiency, I am confident in my ability to contribute significantly to your team's success. Throughout my career, I have honed my skills in various HR functions, including recruitment, onboarding, and employee relations. I have a strong understanding of HR policies and procedures, ensuring compliance with all relevant employment laws and regulations. My experience in coordinating interviews, managing candidate databases, and conducting background checks has enabled me to streamline the hiring process and identify top talent for the organization.

Skill Highlights

- Recruitment Support
- HR Policies and Compliance
- Employee Data Management
- Benefits Administration
- Confidentiality

Experience

Assistant HR & Operations

Trivandrum, India

AKIRA SOFTWARE SOLUTIONS

Jan'23 - June'23

Duties & Responsibilities

HR Department:

- **CV Database Management:** Creating and maintaining a well-organized database of employee CVs, ensuring accuracy and timely updates.
- **Recruitment & Onboarding:** Assisting in recruitment process by posting job openings, screening resumes, scheduling interviews, and assisting the onboarding process for the new hires.
- **HR Documentations:** handling various HR documents, including offer letter, contracts, and other personal file, while ensuring compliance with company policy and legal requirements.
- **Employee Records Management:** Updating employee records, maintaining confidentiality and handling sensitive employee information.
- **Training & Development Coordination:** assisting in organizing training sections, workshops, and employee development programs, and updating employee CVs to include relevant training and certifications.
- **Performance Appraisal Support:** Assisting in performance appraisal processes by gathering relevant CV information and performance-related data for review.
- **HR Policy Communication:** Supporting the HR team in communication HR policies, procedures and updates to employees.
- **Technology Utilizations:** Utilizing HR software & tools for CV management, data entry, and other HR processes.

Operations Department:

- Efficiently allocating and managing resources, including personal, equipments, and budgets, to optimize operations.
- Developing and implementing operational strategies, goals and initiatives aligned with the company's overall objectives.
- Tracking & Evaluating operational performance metrics, and taking corrective actions as needed to meet or exceed targets.
- Cross functional collaboration with other department such as sales, marketing and finance to align operational activities with overall company goals

PERSONAL DETAILS

Date of birth : 19/05/1998

Nationality : India

Passport No. : U5185582

Visa Status : Spouse Visa

Marital Status. : Married

- Overseeing and coordinating various projects within the operations department, ensuring timely completion & successful delivery.
- Building & maintaining strong relationship with clients to understand their needs and address concerns.

Assistant HR

Banglore, India

C-Cube Solutions

Aug'21 - Dec'21

- Maintaining and updating employee records.
- Assisting with the preparations of HR documents such as contracts, offer letters etc.
- Assisting in organizing training sessions and development programs for employee.
- Supporting HR team members in various HR projects.
- Assisting in recruitment process by posting job openings, screening resumes & conducting initial candidate assessments

Education

Bachelor of Science (Electronics & Communication)

Kerala University, Kerala, India 2016- 2019

Master of Business Administration (Human Resource & Operations Management)

Kerala University, Kerala, India 2020- 2022

Declaration

I declare that the above statements are true to the best of my knowledge & belief.